

Apply to Education

EasyConnect & Job Board

Welcome to EasyConnect's automated dispatch system!

EasyConnect can be used to create absences, contact available replacements, and fill openings. For Occasional Teachers EasyConnect is used to inform you of available assignments through a call-out system as well as a job board.

The following manual will assist you with getting set-up and answer questions you may have.

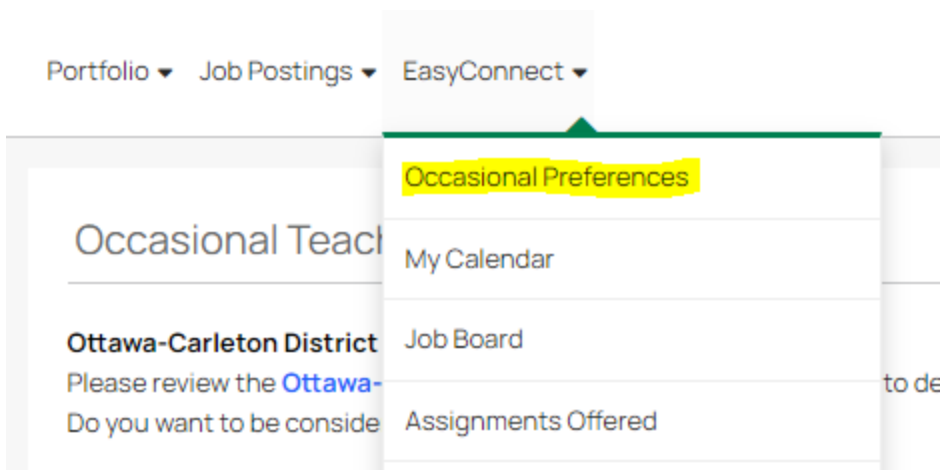
Log Into Your Account on ApplyToEducation

1. Visit [Ottawa-Carleton DSB | Apply To Education](#) and enter your username and password.

Tip: Click 'Forgot Your Login' if you need to generate a password reset email.

Manage Your Occasional Preferences & Availability

1. Under the **Occasional Employees** section, select '**Occasional Preferences**' and click '**Edit Preferences**'.



2. Update your **Contact Preferences** (phone or text message, and email address). Please note that this is the email account that you will receive your assignment confirmations and other email correspondence from the Occasional Teaching team.
3. Select Assignments you want to be contacted for (in addition to your OCT qualifications) and the Schools you are willing to work at and click **SAVE**.
4. Ensure your OCT # is added into the **Qualifications** page of your **Portfolio** section.

Access Daily OT Assignments

Click on the EasyConnect tab where you will see the job board and all of the available postings listed.

Job board assignments are posted up to 30 days in advance. If your calendar in ATE is free you will also receive calls based on your availability from the EasyConnect callout system and the schools that you selected as preferences on your profile.

EasyConnect Call Out Strategy

Same-Day Assignments - Calls will occur from 6:00 am to 1:30 pm (or up to 15 minutes after the start of the assignment) Monday through Friday;
and

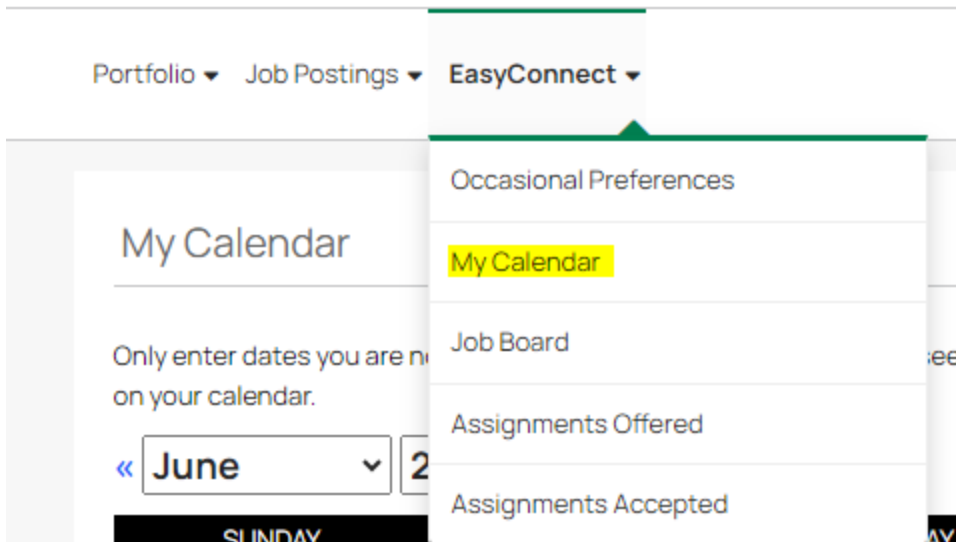
Next-Day Assignments - Calls will occur from 5:00 pm (4:30 pm for FSL assignments) to 9:00 pm Sunday through Thursday.

EasyConnect - JobBoard

Assignments will be available on the JobBoard board at 8:00 pm up to thirty (30) days in advance. This means that you will be able to plan your schedule in advance around other commitments such as child care, medical appointments, etc. On the JobBoard. you will be able to sort assignments based on date, assignment and location.

Your ATE Calendar - Availability/Unavailability

1. Avoid receiving calls from EasyConnect for days you are not available by selecting '**My Calendar**', from the **Easy Connect Tab**, and entering dates you cannot work. If you are in an LTO you should block the calendar to stop the EasyConnect system from calling you.



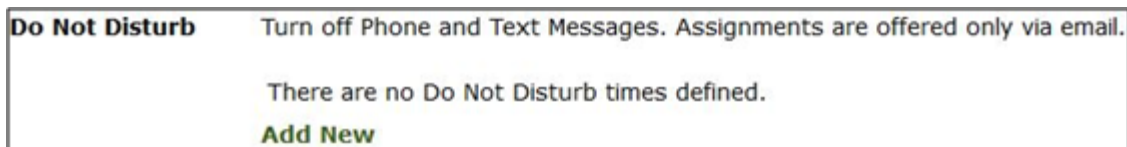
To edit or delete an event, click on the entry and select either **Edit** or **Delete**.

If you're in an LTO Term Assignment you must enter the dates that you are unavailable into the calendar. The LTO times are not automatically blocked off. This will ensure you do not continue to receive calls for daily assignments.

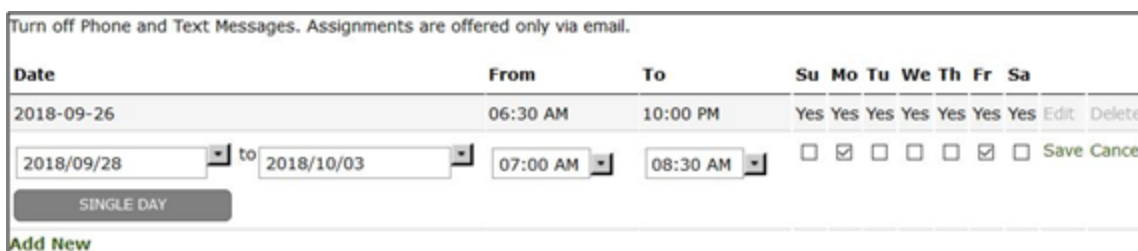
Do Not Disturb

The Do Not Disturb area is used to silence the calls or text message for the time frame you select, but you will still receive offers via email.

1. Select **Add New** where Do Not Disturb is listed.



2. Select the Dates and Times you would like to silent the Phone or Text messages.
Option to Click Add Days to create a time frame.



3. Click **Save**. You can **Edit** or **Delete** the date and times you have entered for the DND at any time.

5 Ways to Listen/View/Accept Assignments

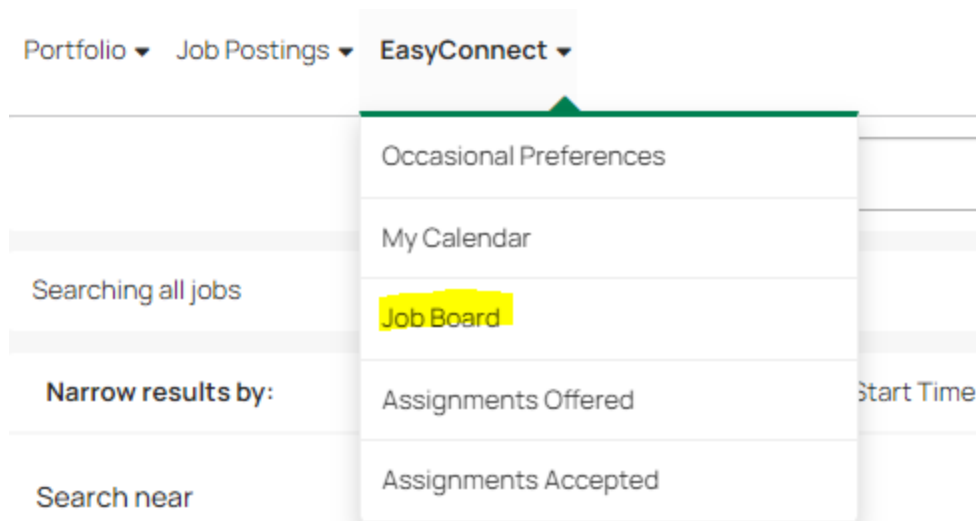
Receive a call from EasyConnect	When prompted, enter your Employee ID number followed by the pound (#) key. Press 5 to accept or press 4 to decline. Press 2 to repeat the assignment details.
Call EasyConnect at 1-855-279-3279	Enter your school district code (10), employee ID and the pound (#) key. Assignments you were offered that are still available will be listed.
Receive a Text	Sign into ApplyToEducation, select EasyConnect Postings Archive from your Occasional Employees section, click on the assignment you are interested in and click 'Accept'. Or, Call EasyConnect and accept or decline the Assignment over the phone.
Receive an Email	Click on the link at the bottom of the email to sign into your ApplyToEducation account and accept or decline the Assignment.
Login from your phone, tablet or computer and access the Job Board	Log into your account at Ottawa-Carleton DSB Apply To Education , select EasyConnect Assignments Offered from the Easy Connect section, click on the assignment you are interested in and click 'Accept'.

Job Board

The EasyConnect Job Board is a great way to find available Assignments that have not been offered to you.

If the assignment appears on the EasyConnect Job Board then it is available for you to Accept. To access the job board please do the following:

From the **main menu**, select **Easy Connect** and then **Job Board** to view all available assignments for your employee group.



2. Click on the **Assignment** to view its details.

3. Click **Accept** or **Decline** to respond to the opening and include a note to the administrator if needed.

How To Know You Accepted an Assignment

There are 3 notifications to confirm when you accept an assignment:

1. All accepted assignments are posted in the **'My Calendar'** and **'EasyConnect Accepted Postings'** pages of the **Occasional Employees** section.
2. A confirmation email is sent for all accepted assignments.
3. Over the phone, a confirmation number is generated with the acceptance of an assignment.

What if My EasyConnect Call is Accidentally Disconnected?

If your call is disconnected please do one of the following:

1. Call EasyConnect at 1-855-279-3279 and enter your School Board's Access Code and your Employee ID Number to access the opening. Only those assignments you were offered and are still available will be listed.
2. Log into ApplyToEducation and under the **Occasional Employees** section, select '**EasyConnect Postings Archive**' to view offered assignments and click **ACCEPT** if it is still available.

How To Cancel an Accepted Assignment

1. When viewing an accepted assignment, if you see the ability to cancel the absence you can do so after you enter your reason.

Note: If you do not see the ability to cancel the assignment you should click 'reply all' on your confirmation email to notify the Administrator(s) at the school.

2. If you can cancel the assignment online, a cancellation email will be sent to the absent employee and School Administrators. EasyConnect will automatically start contacting available replacements to fill the now-vacant assignment.

Occasional Posting Details

[Back to search results](#) << Previous

Job Code: 4147297	Status: Accepted
EdTalent Job Fair Assignment: Primary	Confirmation #: 1075258

Pay: 100%	Location	Date(s)/Time(s) of absence
Sent to HR: No	Assumption School	Monday Aug 27, 2018 (8:30 AM to 3:30 PM)
Approved to Export: Approved	111 Fenn St.	
Job Type: Occasional	https://goo.gl/maps/frUrbw2g1oR2	
Filling In For: Dave Benk	(41) 611-1111	
	Bell Hours	
	8:35AM to 3:35PM	

Job Description & Requirements

Cancel Accepted Assignment

Please enter a reason for cancellation and select "Confirm Cancellation" below:

Updating your Occasional Preferences

Including self-selected schools & subjects willing to teach

You can select schools and subjects that you would like the EasyConnect system to reach out to you about. To do so you log in to your profile on ATE. **Go to EasyConnect > Occasional Preferences.**

This area is where you can update your email address and phone number for EasyConnect to reach out to you.



OTTAWA-CARLETON
DISTRICT SCHOOL BOARD

Job Postings EasyConnect

Occasional Preferences

My Calendar

Job Board

Assignments Offered

Assignments Accepted

Occasional Teacher

Ottawa-Carleton District School Board
review the Ottawa-Carleton District School Board
want to be considered

Teacher ID #:

determine their

Your OCT linked to your profile will update your teaching subjects automatically. These will be listed as “Approved.” You can also select subjects that you are willing to teach that are not listed on your OCT.

Willing to

Select the Assignments you are willing to do from the lists below. Once HR has confirmed you for an Assignment it will become greyed-out.

Elementary Subjects

ASSIGNMENT	APPROVED	WILLING
Kindergarten		<input checked="" type="checkbox"/>
Kindergarten French		<input checked="" type="checkbox"/>
Primary		<input checked="" type="checkbox"/>
Primary French		<input type="checkbox"/>
Primary/Junior		<input type="checkbox"/>

Update the **School Locations** you are willing to work at so that the EasyConnect system reaches out about schools in your area.

LOCATION	CITY	REGION	TYPE	APPROVED	WILLING
A. Lorne Cassidy Elementary School - 071	Stittsville	Goulbourn	Elementary		<input type="checkbox"/>
A.Y. Jackson Secondary School - 201	Kanata	West	Secondary		<input checked="" type="checkbox"/>
Adrienne Clarkson Elementary School - 051	Nepean	Nepean	Elementary		<input type="checkbox"/>
Adult HS - 227	Ottawa	Ottawa	Secondary		<input type="checkbox"/>

We recommend that you only select up to 10 schools so that the system can identify schools that are in your area. **Despite the wording on ATE, HR does NOT need to review or approve your selections.**

More Questions?

This link will connect you with the [Help Section on Apply to Education](#).